

TOWN OF GRANITE QUARRY BOARD OF ALDERMEN REGULAR MEETING MINUTES Monday, January 8, 2024 6:00 p.m. & Tuesday, January 16, 2024 10:00 a.m.

Present: Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Fire Chief/Public Works Director Jason Hord, Police Chief Mark Cook

Call to Order: Mayor Barnhardt called the meeting to order at 6:00 p.m.

Moment of Silence: Mayor Barnhardt led a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Barnhardt.

1. Approval of the Agenda

ACTION: Mayor Pro Tem Shelton made a motion to approve the agenda as presented. Alderman Luhrs seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

- A. Approval of the Minutes
 - 1) Organizational Meeting December 13, 2023
- **B.** Departmental Reports
- C. Financial Reports

ACTION: Alderman Linker made a motion to approve the consent agenda as presented. Mayor Pro Tem Shelton seconded the motion. The motion passed 4-0.

3. Public Comments

Harry Marsh, owner of Balfour Quarry, introduced himself and stated he would like to become more involved with the town.

4. Town Manager's Update

Manager Smith reviewed items from his report found in the agenda packet and shared that a conditional offer had been extended to a police officer trainee who will start BLET January 24th. He informed the Board that there is a developing winter weather event forecasted for tomorrow, January 9, 2024 with a potential for high winds. The new graphics for police vehicles were presented. No board members stated any issues with the new design. Mayor Barnhardt asked that the police department consider transitioning all vehicles to a uniform design in the future.

Manager Smith reviewed and confirmed board member attendance for upcoming meetings and events including the Strategic Planning webinar and Chamber Gala. The onboarding for new Centralina delegates will be held February 6, 2024 and the board room can be used to attend virtually. Board members discussed the date proposed for the planning retreat on the budget calendar and, in addition to the meeting on 2/22 from 11:00 a.m. to 2:30 p.m., scheduled a preliminary meeting to discuss strategic planning overview and background information on 2/8 beginning at 9:00 a.m.

5. Public Hearing

Zoning Text Amendment 2024-01-08 Food Trucks

A. Staff Summary

Planning, Zoning, and Subdivision Administrator Richard Flowe introduced the Zoning Text Amendment regarding food trucks and provided the reasoning behind the proposed revision. The amendment will update the number of allowable permitted occurrences in a calendar year from thirty (30) to one hundred and four (104). Questions from the Board and attorney included whether the amendment would affect the appeal made by a food truck owner to be heard at the upcoming Zoning Board of Adjustment hearing. Mr. Flowe stated that it would not because that appeal was of an administrative interpretation and did not involve a permit.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:33 p.m. There were no comments from the public.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:33 p.m.

C. Board Discussion and Decision

Alderman Luhrs shared that the Planning Board discussed the amendment at great length and that he was personally in favor of the change. Alderman Linker stated he was also in favor and that the new number was fair. Mayor Barnhardt and Mayor Pro Tem Shelton stated they were also in favor. Alderwoman Mack asked about the difference in fee between 30 days and 104 days. Mr. Flowe shared there was no change in the fee structure because the permit is obtained at no cost. Alderwoman Mack stated she was in favor. Attorney Moretz asked for and received clarification that the vehicle had to leave each night.

ACTION: Alderman Linker made a motion to adopt Ordinance ZTA-2024-01-08. Mayor Pro Tem Shelton seconded the motion. The motion passed 4-0.

Discussion on the motion included a question from Attorney Moretz on whether the word "calendar" needed to be added to the text amendment. Mr. Flowe responded that the amendment would only be changing the number that would appear on the table, the text reading "calendar year" wouldn't be changed. There was board discussion about whether a change from "calendar year" to "twelve-month period" or something similar was necessary. Mayor Barnhardt recommended adopting the amendment as-is and having the Planning Board revisit based on the discussion. Mr. Flowe stated the concern over consolidating frequencies would be passed on to the Planning Board.

6. Public Hearing

Zoning Map Amendment 2024-01-08 Wittenberg

A. Staff Summary

Planning, Zoning, and Subdivision Administrator Richard Flowe introduced and summarized the Zoning Map Amendment applications and draft ordinance for Wittenberg Lutheran Church. Mr. Flowe pointed out and noted the current zoning of the properties as well as the zoning of adjacent properties. The change would expand the types of uses that could occur on the property.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:50 p.m. Representatives of the applicant, Jerry Trier and Jeff Jones, shared that the church's primary purpose for the change was to consolidate properties. One of the parcels is currently being used for a parsonage.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:52 p.m.

C. Board Discussion and Decision

Mr. Flowe stated that following any change a new Zoning Map would be created. Mayor Barnhardt and Alderman Linker stated they were in favor and didn't see an issue with the rezoning. Mayor Pro Tem Shelton shared that he was in favor because the request was reasonable and consistent with the future planning. Alderman Luhrs shared that the request had been vetted and discussed thoroughly at the Planning Board level and he felt it was a plus for the community.

ACTION: Mayor Pro Tem Shelton made a motion to adopt Ordinance ZMA-2024-01-08 in the matter of the Wittenberg properties as presented. Alderwoman Mack seconded the motion. The motion passed 4-0

Old Business None

New Business

7. Annual Review Rules of Procedure

Mayor Barnhardt shared that the Rules of Procedure had been adopted by the Board within the last year after much review and discussion. The document will be reviewed at least biennially after each organizational meeting with the opportunity for additional discussion and/or changes as needed.

8. Discussion and Possible Decision Charter Amendment

The Board revisited a presentation on the process and allowable charter revisions as first presented by NCLM's Deputy General Counsel Tom Carruthers in October of 2023. It was stated that the Board would need to identify whether the changes would be made by ordinance and referendum or by ordinance only. Individual board members stated they were in favor of making the changes by ordinance only since the process would still be open to the public but more simplified. The potential charter changes discussed by board members included updating the name of the board from Board of Aldermen to Town Council as well as updating the mayor's term from two years to four years. Another potential change that was brought up was whether the town clerk and finance officer should report directly to the Board.

ACTION: Alderman Luhrs made a motion to amend the charter by changing the name of the Board of Aldermen to Town Council and to change the term of the mayor from two years to four years. Alderwoman Mack seconded the motion. The motion passed 3 to 1 with Mayor Pro Tem Shelton opposed.

Discussion on the motion included Mayor Pro Tem Shelton stating a desire to delay the decision until after the group attended the Essentials of Municipal Government course and received current information regarding organizational reporting structure under a Council-Manager form of government. Mayor Pro Tem Shelton stated a desire for board consensus to recess at the end of the current meeting and reconvene after the Essentials of Municipal Government training to discuss whether the Board also wanted to address changing the reporting structure of the clerk as part of the charter amendments. No opposition was voiced.

9. Discussion and Possible Decision Town Manager Evaluation Process

Mayor Barnhardt shared the history behind the current Town Manager evaluation process and form. There was Board discussion with Manager Smith regarding clarification on items mentioned in the tool, the town manager's contract, and the current evaluation process. After much discussion, Mayor Pro Tem Shelton stated he felt the current form needed to be used for this evaluation year and shared that he had revised his stance and felt the Town Manager should be present for all evaluation discussions. Mayor Barnhardt stated that the discussion was taking place now so that at the upcoming evaluation a plan for future evaluations could be decided on. Mayor Barnhardt stated she would send samples of ways to implement feedback regarding strategic goals on the evaluation tool. She stated that Manager Smith could put together some ideas and the Board members can send in suggestions as well. Mayor Barnhardt stated she personally would like to keep the discussion item on future agendas as Old Business. Manager Smith stated that he would be open to the discussion and that his major opposition was to the multiple continuations.

10. Proclamation

Martin Luther King, Jr. Day

Mayor Barnhardt recognized the proclamation for Martin Luther King, Jr. Day and reminded everyone that Town Hall will be closed on Monday, January 15, 2024 for the holiday.

11. Board Comments

• Mayor Barnhardt shared that she attended the first Taps in the Park and invited everyone to attend the first Friday of each month. She stated that she and Alderwoman Mack attended the Centralina update with Senator Tillis.

12. Announcements and Date Reminders

A.	Wednesday	January 10	5:00 p.m.	Centralina Executive Board Meeting
В.	Wednesday	January 10	5:30 p.m.	Community Appearance Commission
C.	Thursday	January 11	_	Essentials of Municipal Gov. Course
D.	Thursday	January 11	5:30 p.m.	Events Committee Meeting
E.	Friday	January 12		Essentials of Municipal Gov. Course
F.	Monday	January 15		MLK Jr. Day – Office Closed
G.	Tuesday	January 16	6:00 p.m.	Zoning Board of Adjustment
Н.	Thursday	January 18	7:30 a.m.	Chamber Power in Partnership Breakfast
I.	Wednesday	January 24	5:30 p.m.	CRMPO TAC Meeting
J.	Thursday	January 25	6:00 p.m.	Chamber Annual Meeting
K.	Tuesday	January 30	4:00 p.m.	Civic Park Master Plan Public Mt. – Legion Bldg
L.	Monday	February 5	6:00 p.m.	Planning Board
M.	Tuesday	February 6	12:00 p.m.	Centralina Delegate Onboarding

Recess

ACTION: Mayor Pro Tem Shelton made a motion to adjourn. Alderman Luhrs seconded the motion. Mayor Barnhardt reminded the Board that there was consensus to recess and reconvene to discuss the potential change to the charter regarding the reporting structure of the clerk. Board members and staff discussed potential times for the recessed meeting.

ACTION: Mayor Pro Tem Shelton made a motion to recess to Tuesday, January 16, 2024 at 10:00 a.m. Alderman Luhrs seconded the motion. The motion passed 4-0.

The meeting was recessed at 8:01 p.m.

Tuesday, January 16, 2024

Alderwoman Mack and Alderman Linker were not present for the January 16, 2024 segment of the meeting.

Call to Order: Mayor Barnhardt called the regular meeting recessed on January 8, 2024, back into session at 10:02 a.m.

1. Discussion and Possible Decision Charter Amendment – Reporting Structure

Mayor Pro Tem Shelton asked that Clerk Smith share information regarding the topic at hand. Clerk Smith shared that changing the charter to address the reporting structure or who the Board appoints needed to be done by a local act of the General Assembly and could not be done by ordinance and/or referendum. The charter amendments to the name of the Board and the mayor's term are allowed to be made by ordinance as discussed and decided upon at the previous meeting. The process to make those two changes will begin at the next regular meeting.

Mayor Barnhardt recommended that since conflicts and illnesses had come up for two of the Board members that the meeting be adjourned and the business revisited at a later time if the Board desired.

Adjournment

ACTION: Mayor Pro Tem Shelton made a motion to adjourn. Alderman Luhrs seconded the motion. The motion passed with all in favor.

The meeting ended at 10:06 a.m.

Respectfully Submitted,

<u>Aubrey Smith</u> Town Clerk